IMAGE EDITING 1 STUDENT PROFILE
COURSE CODE: 5340

Directions: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING
3 - Skilled--can perform task independently with no supervision
2 - Moderately skilled--can perform task completely with limited supervision
1 - Limitedly skilled--requires instruction and close supervision
N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING
3 - Knowledgeable--can apply the concept to solve problems
2 - Moderately knowledgeable--understands the concept
1 – Limitedly knowledgeable--requires additional instruction
N - No exposure--has not received instruction in this area

A. SAFETY
3 2 1 N

__ __ __ __ 1. Review school safety policies and procedures.
__ __ __ __ 2. Review classroom safety rules and procedures.
__ __ __ __ 3. Review safety procedures for using equipment in the classroom.
__ __ __ __ 4. Identify major causes of work-related accidents in office environments.
__ __ __ __ 5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS
3 2 1 N

__ __ __ __ 1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
__ __ __ __ 2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
__ __ __ __ 3. Explain the benefits and responsibilities of being a member of a CTSO.
__ __ __ __ 4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.

__ __ __ __ 5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE
3 2 1 N

__ __ __ __ 1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
__ __ __ __ 2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
__ __ __ __ 3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
__ __ __ __ 4. Explain the consequences of social, illegal, and unethical uses of technology, e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment.
__ __ __ __ 5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
__ __ __ __ 6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
__ __ __ __ 7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

__ __ __ __ 1. Demonstrate punctuality.
__ __ __ __ 2. Demonstrate self-representation.
__ __ __ __ 3. Demonstrate work ethic.
__ __ __ __ 4. Demonstrate respect.
__ __ __ __ 5. Demonstrate time management.
__ __ __ __ 6. Demonstrate integrity.
__ __ __ __ 7. Demonstrate leadership.
__ __ __ __ 8. Demonstrate teamwork and collaboration.
__ __ __ __ 9. Demonstrate conflict resolution.
__ __ __ __ 10. Demonstrate perseverance.
__ __ __ __ 11. Demonstrate commitment.
__ __ __ __ 12. Demonstrate a healthy view of competition.
__ __ __ __ 13. Demonstrate a global perspective.
__ __ __ __ 14. Demonstrate health and fitness.
__ __ __ __ 15. Demonstrate self-direction.
__ __ __ __ 16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

3 2 1 N

__ __ __ __ 1. Demonstrate effective speaking and listening skills.
__ __ __ __ 2. Demonstrate effective reading and writing skills.
__ __ __ __ 3. Demonstrate mathematical reasoning.
__ __ __ __ 4. Demonstrate job-specific mathematics skills.
__ __ __ __ 5. Demonstrate critical-thinking and problem-solving skills.
__ __ __ __ 6. Demonstrate creativity and resourcefulness.
__ __ __ __ 7. Demonstrate an understanding of business ethics.
__ __ __ __ 8. Demonstrate confidentiality.
__ __ __ __ 9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
__ __ __ __ 10. Demonstrate diversity awareness.
__ __ __ __ 11. Demonstrate job acquisition and advancement skills.
__ __ __ __ 12. Demonstrate task management skills.
__ __ __ __ 13. Demonstrate customer-service skills.

F. INTRODUCTION TO IMAGE EDITING

3 2 1 N

__ __ __ __ 1. Define terms related to image editing.
__ __ __ __ 2. Identify uses of digital imaging.
__ __ __ __ 3. Identify industry-recognized copyright regulations and ethical computing standards.

G. UTILIZING THE WORK AREA

3 2 1 N

__ __ __ __ 1. Identify areas of the Photoshop workspace.
__ __ __ __ 2. Use the tools.
__ __ __ __ 3. Enter values.
__ __ __ __ 4. View images.
__ __ __ __ 5. Use panels.
__ __ __ __ 6. Use contextual menus.
__ __ __ __ 7. Use online Help.

H. DESIGN PRINCIPLES

3 2 1 N

__ __ __ __ 1. Demonstrate effective use of color.
__ __ __ __ 2. Use color tables (e.g., hue and saturation).
__ __ __ __ 3. Demonstrate effective use of type fonts.
__ __ __ __ 4. Demonstrate effective use of clip art and other graphics in publications.
__ __ __ __ 5. Explain the term "effective white space."
__ __ __ __ 6. Use the terminology related to type including font, point size, and line space.
__ __ __ __ 7. Determine appropriate typographic choices for a graphic design.
__ __ __ __ 8. Apply style to text through proper use of fonts, weight, and color.

I. ACQUIRING IMAGES

3 2 1 N

__ __ __ __ 1. Download images from the Internet.
__ __ __ __ 2. Transfer images from removable media.
__ __ __ __ 3. Capture images using a scanner.
__ __ __ __ 4. Transfer images from a digital, video, or web camera.
__ __ __ __ 5. Compare and contrast various image formats (i.e., JPEG, GIF, PSD, TIFF, PNG, and RAW).

J. WORKING WITH SELECTIONS

3 2 1 N

__ __ __ __ 1. Make selections using various selection tools.
__ __ __ __ 2. Move selection contents.
__ __ __ __ 3. Save and load selections.
__ __ __ __ 4. Transform a selection.
__ __ __ __ 5. Edit a selection.
__ __ __ __ 6. Combine the use of selection tools.
__ __ __ __ 7. Fill a selection.
__ __ __ __ 8. Add a stroke to a selection.
__ __ __ __ 9. Crop an image within a selection.
__ __ __ __ 10. Erase within a selection.

K. EDITING IMAGES

3 2 1 N

__ __ __ __ 1. Straighten an image.
__ __ __ __ 2. Crop an image.
__ __ __ __ 3. Adjust color balance.
__ __ __ __ 4. Replace colors in an image.
__ __ __ __ 5. Adjust brightness/contrast.
__ __ __ __ 6. Adjust hue/saturation.
__ __ __ __ 7. Apply the Unsharp Mask filter.
__ __ __ __ 8. Save the image.

L. DRAWING AND PAINTING

3 2 1 N

__ __ __ __ 1. Understand the brush tool.
__ __ __ __ 2. Utilize the brush panel.
__ __ __ __ 3. Identify brush options.
__ __ __ __ 4. Change brush settings.
__ __ __ __ 5. Work with shapes.
__ __ __ __ 6. Use the pen tool to draw a straight and/or curved path.
__ __ __ __ 7. Edit anchor points.

M. WORKING WITH LAYERS

3 2 1 N

__ __ __ __ 1. Create a layer.
__ __ __ __ 2. Duplicate a layer.
__ __ __ __ 3. Rearrange layers.
__ __ __ __ 4. Create Layer Groups.
__ __ __ __ 5. Create a text layer.
__ __ __ __ 6. Merge layers.
__ __ __ __ 7. Apply layer styles.
__ __ __ __ 8. Apply an adjustment layer.
__ __ __ __ 9. Create a shape layer.
__ __ __ __ 10. Create and transform a Smart Object.
__ __ __ __ 11. Flatten an image.

N. WORKING WITH MASKS

3 2 1 N

__ __ __ __ 1. Create a quick mask.
__ __ __ __ 2. Edit a quick mask.
__ __ __ __ 3. Save a selection as a mask.
__ __ __ __ 4. Create a layer mask.
__ __ __ __ 5. Edit a layer mask.
__ __ __ __ 6. Load a mask as a selection.
__ __ __ __ 7. Apply a filter effect to a masked selection.
__ __ __ __ 8. Create effects using a gradient mask.
__ __ __ __ 9. Apply effects using a gradient mask.

O. ENHANCING AND REPAIRING

3 2 1 N

__ __ __ __ 1. Use the clone stamp tool.
__ __ __ __ 2. Use the pattern stamp tool.

__ __ __ __ 3.   Use the healing brush.
__ __ __ __ 4.   Use the patch tool.
__ __ __ __ 5.   Retouch an image on a separate layer.
__ __ __ __ 6.   Apply filter effects.

P. OPTIMIZING IMAGES

3 2 1 N

__ __ __ __ 1.   Identify resolution.
__ __ __ __ 2.   Identify image size.
__ __ __ __ 3.   Identify file size.
__ __ __ __ 4.   Optimize various image formats (i.e., JPEG, GIF, PSD, TIFF, PNG, and RAW).
__ __ __ __ 5.   Set background to transparent.

Q. PRODUCING DOCUMENT-READY IMAGES

3 2 1 N

__ __ __ __ 1.   Describe the difference between CMYK, RGB, PANTONE, and Web color.
__ __ __ __ 2.   Preview an image.
__ __ __ __ 3.   Adjust an image.
__ __ __ __ 4.   Select various printer options (i.e., orientation, duplex, number of copies).
__ __ __ __ 5.   Print an image